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	Process Owner <b>Management Representative</b>		Approval Authority <b>Commanding Officer</b>

## 1. Purpose & Scope

This process defines the method for initiating, documenting, reviewing, controlling, and recording the activity of the corrective and preventive action system. This process applies to both corrective and preventive actions and may be used by all NSHS personnel.

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart: a) Corrective & Preventive Action Request Form (CAR), b) Management Review Process, c) CAR Log, d) NSHS-002, Quality Document Control, e) SECNAVINST 5212.5 series (Navy & Marine Corps Records Disposition Manual).

## 3. Definitions

The terms listed below are defined to assist the reader:

- 3.1 **CAR:** Corrective & Preventive Action Request Form.
- 3.2 **CAR Log:** Document maintained to record status of CAR(s).
- 3.3 **CAA:** Corrective & Preventive Action Administrator.
- 3.4 **CAR Team:** Corrective & Preventive Action Team consisting of the CAA, Management Representative, Special Assistant for Command Effectiveness, and Lead Auditor, who meet on a regular basis to review the effectiveness of the CAR process.
- 3.5 **Major Nonconformance:** An occurrence of a quality management system breakdown, or a series of related minor nonconformances that indicate a significant effect on the outcome of the quality system.
- 3.6 **Minor Nonconformance:** A less significant compliance failure.
- 3.7 **Potential Nonconformance:** A condition if left uncorrected could lead to a nonconformity.

## 4. Document Review & Concurrence

<i>Title of Reviewer</i>	<i>Functional Directorate</i>	<i>Signature &amp; Date</i>	<i>Title of Reviewer</i>	<i>Functional Directorate</i>	<i>Signature &amp; Date</i>
Management Representative	OCE (Process Owner)	Mr. R. Kirkbride	Executive Officer	OX	CAPT L. Younger
Director	OS	CDR M. Bryson	Director	OA	CDR L. Hearin
Director	OV	Mr. W. Dumbeck	Director	OP	CAPT B. Welbourn
Director	OM	CAPT T. Miller	Director	OF	LT B. Miller
Chair	Civ/Council	Mr. J. Behnke	SOY	N/A	HM2 M. Pitt
CMC	OCMC	HMCM B. Castillo	MCPP Rep	OM1	CDR J. Luke
CAA	N/A	HM2 C. Gold	Commanding Officer	CO (Approval Authority)	CAPT D. Wynkoop

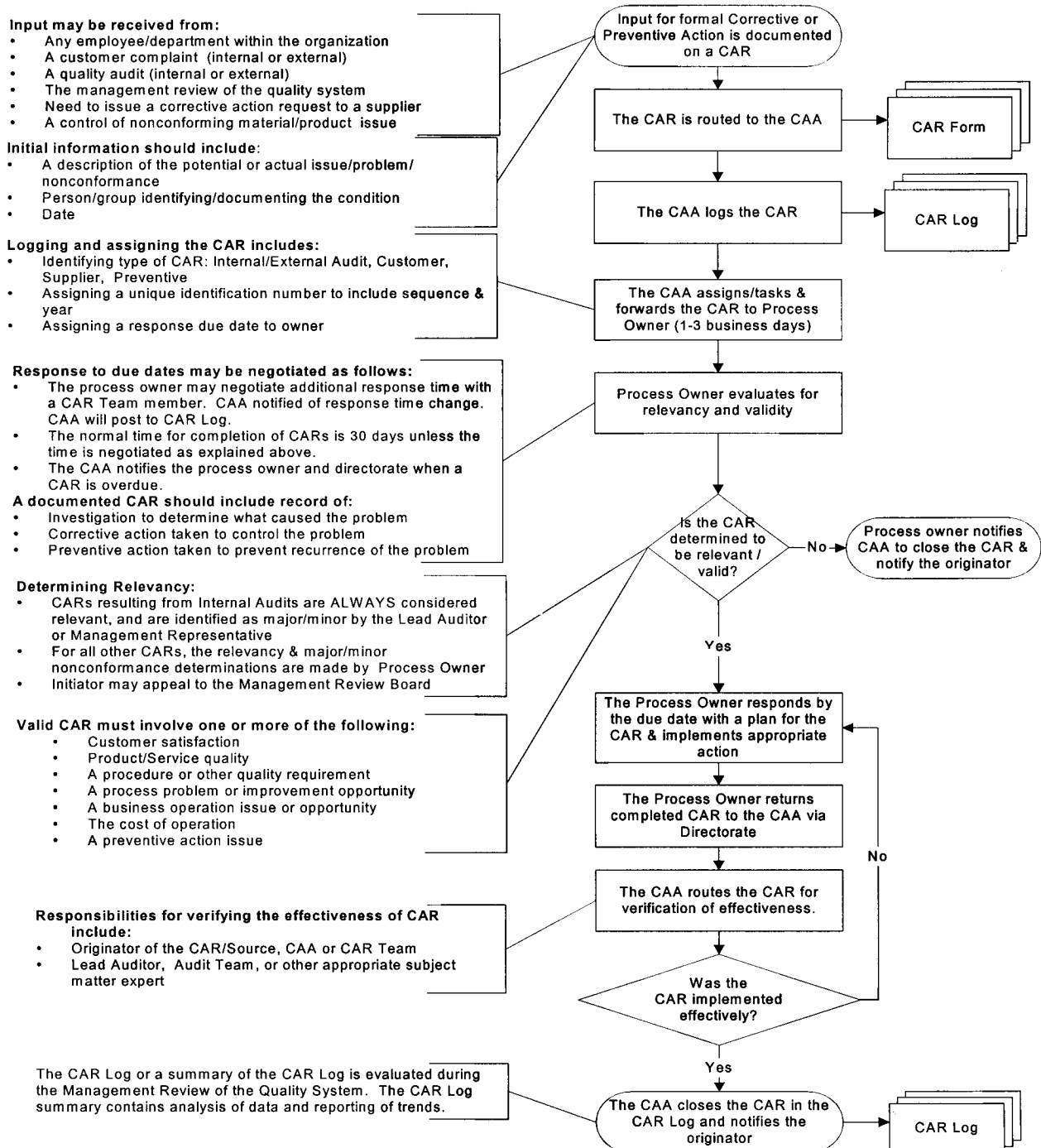
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## 5. Summary of Changes

<i>Revision</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure	06 Apr 01

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## 6. Process Flowchart



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## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Completed CAR Form	CAA	File Cabinet	By Control Number	3 Years	Destroy per SECNAVINST 5212.5 series
CAR Log	CAA	File Cabinet	By Control Number	3 Years	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

N/A